



POSITION DESCRIPTION

Job Title: Project Manager

POSITION SUMMARY: The Project Manager plans, directs, coordinates or budgets, usually through an estimator and foremen, activities concerned with building construction on commercial and government projects. Participates in the conceptual development of a construction project and oversees its organization, scheduling and implementation.

KEY or ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of the position include but are not limited to the following:

- Work with superintendents and foremen to plan, organize and direct activities concerned with road and site construction projects
- Establish project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications
- Prepares subcontract agreements and coordinates the scope of work
- Confer with supervisors and foremen to discuss such matters as work procedures, complaints and construction problems
- Initiate and maintain liaison with owners and other contacts to facilitate project activities
- Monitor and control project through administrative direction of on-site foremen to ensure project is completed on schedule and within budget
- Investigate potentially serious situations and implement corrective measures
- Represent company in project meetings and attend strategy meetings
- Work with project engineer, project manager assistant and finance department to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer
- May requisition supplies and materials to complete project
- Interpret and explain plans and contract terms to administrative staff, workers and clients
- Formulate reports concerning such areas as work progress, costs and scheduling

COMPETENCIES:

- Communication proficiency
- Leadership
- Mathematical skills
- Mechanical knowledge
- Project management
- Teamwork orientation

QUALIFICATIONS/REQUIREMENTS:

This position requires a minimum of 3 years of related industry experience and an education the equivalent of a bachelor's degree in construction management or engineering.

WORK ENVIRONMENT:

This job operates in a professional office environment and on construction jobsites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The Noise level in the work environment and job sites can be loud. This position is occasionally performed in outside weather conditions.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and use a computer. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The Employee may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.